



Lesson Plan Management

Organize. Share. Analyze.

► ***Lesson Plan User Guide***

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About OnCourse

OnCourse by Schoolworksite.com is a timesaving Web site that facilitates lesson planning and homework posting for teachers and helps administrators readily review and supervise lesson plans and track state curriculum standards. OnCourse provides:

Teacher Web-based Lesson Plan Book- Teachers can create and archive lesson plans, link them to state standards, and then submit them to administrators instantly. A Web site editor allows teachers to personalize web pages where homework assignments are published automatically from their lesson plans each night. Teachers can also post syllabi, and resource pages for students, parents, and colleagues.

Administrator Lesson Plan Manager- Administrators can review, comment on, and print out lesson plans for their entire school from one organized and easy to navigate interface. Administrators can also monitor teacher websites and school calendars from this management center.

Track and Analyze State Standards - The OnCourse Reporting Suite allows administrators and teachers the ability to track the extent to which each content area of the curriculum addresses state standards for any given week, month, or year. Users can then drill down and see, for example, which lessons focus on reading standards, how often reading standards are linked to lesson plans, and even what percentage of lesson plans are geared toward reading standards.

Minimum System Requirements

- PCs — Access to the Internet using Internet Explorer 5.5 or higher, Mozilla FireFox 1.0 or higher, or Netscape 7.2 or higher.
- MACs — OS 10.0 or higher and access to the Internet using Netscape 7.2 or higher, or Mozilla FireFox 1.0 or higher.
- Adobe Acrobat Reader — Required to download, view, and print user guides that are posted online.
- Pop-up Blockers — OnCourse requires that a variety of dialog boxes open. Pop-up blockers should be turned off because they can prevent these dialog boxes from opening properly.
- ActiveX Plugin — The reports feature on the administrative component requires a free download from the Internet.
- System Fonts — Set the system fonts to medium in order to achieve a maximum display for the OnCourse screens.

Getting Into OnCourse

Step 1: Logon to OnCourse

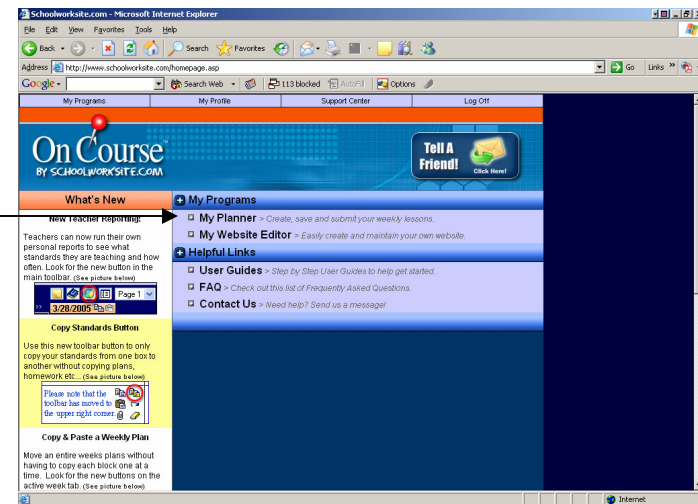
1. Open your Internet browser.
2. Type www.schoolworksite.com on the URL address line. (If desired, add www.schoolworksite.com to your favorites in order to open the site quickly.)
3. Click “Go” or hit the “Enter” key.
4. Logon to www.schoolworksite.com with the username and password that has been assigned to you, then click “Go” or hit the Enter key.

***Your username is your full email address.** An example of a username would be yourname@yourschool.k12.nj.us.



Step 2: Opening the Lesson Plan Screen (My Planner)

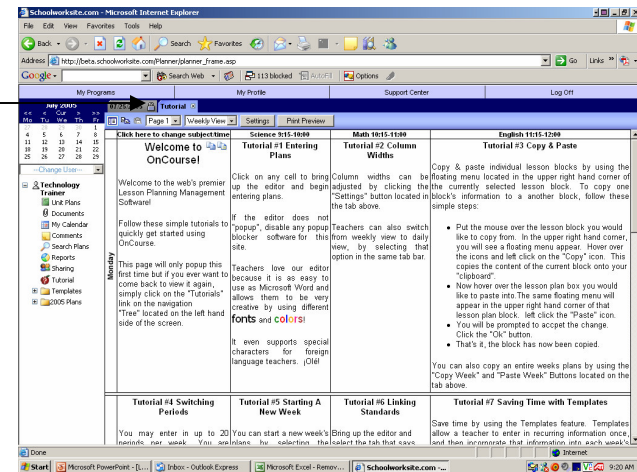
1. Click “My Planner” on the opening screen.



Navigating In “My Planner”

The lesson plan screen opens to the current week’s lesson plan, which includes a panel down the left side of the screen (which will now be referred to as the “Navigation Tree”). From this “tree”, you will access most of the features OnCourse has to offer. Each feature will be covered in depth in another section of this manual. Refer to the Table of Contents for page numbers.

Note: New users will see a tutorial screen displaying several tips for using many OnCourse features. You can close the tutorial tab and follow the steps below.



The following is an example of the opening screen for “My Planner.”

A

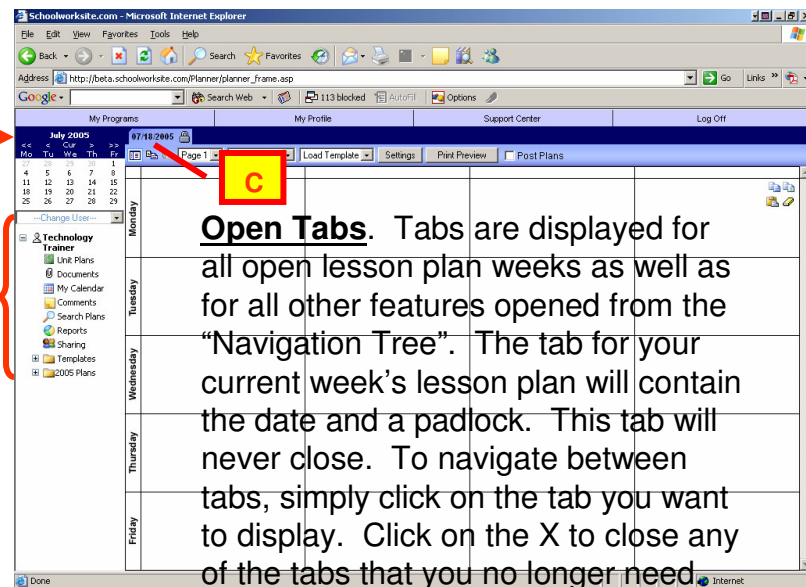
Calendar. This section allows you to use the calendar to move backward to previously written lesson plans and forward to work on upcoming lesson plans. The current week’s lesson plan remains open as well as any additional lesson plan weeks. **Note:** Lesson plans are archived by Schoolworksite.com for up to five years.

Click on << or >> to move backward or forward one year.
Click on < or > to move backward or forward one month.

Click on any week in the monthly calendar to move to the lesson plans for that week.

B

Navigation Tree. This section allows you to navigate between all the features of OnCourse. Each feature will be covered in depth in other sections of this manual.



Navigating in “My Planner” – The Lesson Plan Toolbar

A. Hide/Show Frame Icon. Clicking on this icon will close and open the calendar panel at the left side of the screen. Closing this panel provides more “screen space” for the lesson plan grid.

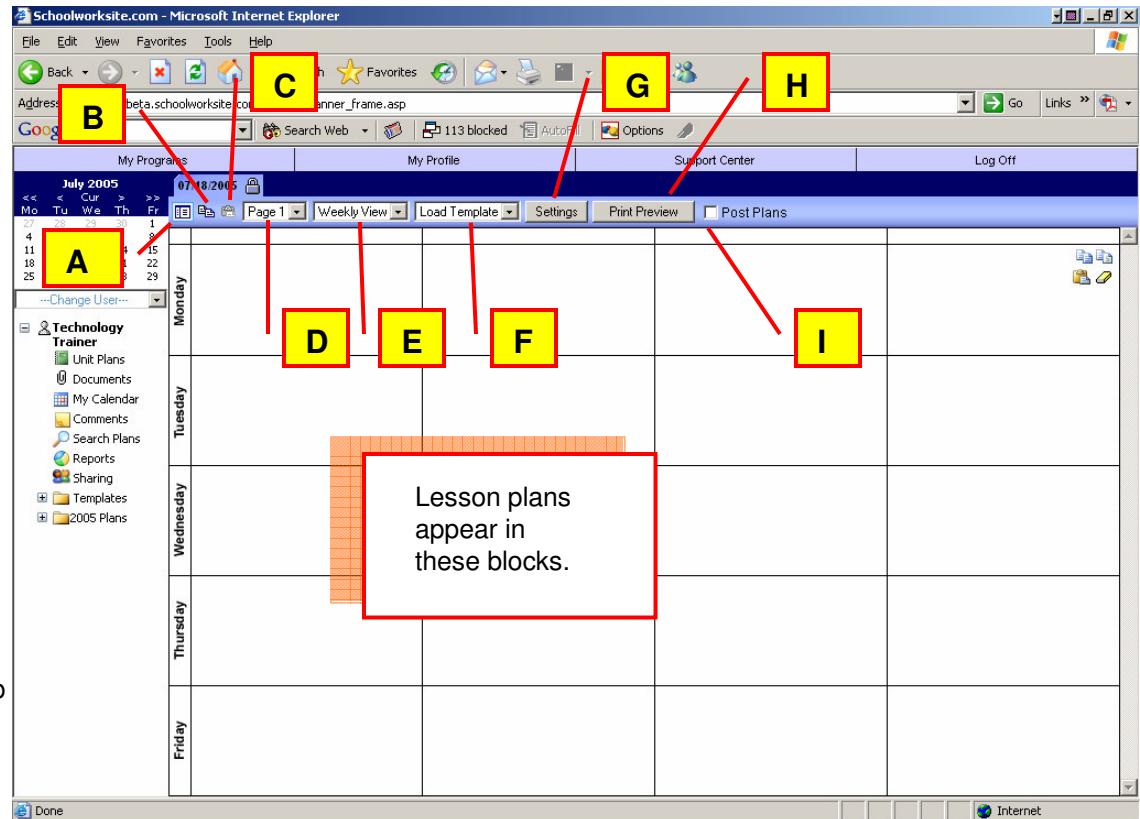
B. Double Pages Icon. (Copy Weekly Plans) Copies entire week’s lesson plans (all blocks) including text, homework, standards, document attachments, etc.

C. Clipboard Icon. (Paste Weekly Plans) Pastes the copied weekly plans into your lesson plan blocks. Used in conjunction with the “Double Pages” icon (Copy Week). This icon will be extremely helpful when you are copying from one week to another or when you are copying a co-worker’s plans. For more information on lesson plan sharing, refer to pages 19 – 23.

D. Page Box. By default, four periods are displayed per screen (page). In OnCourse, five pages are available for lesson planning. Although not realistic, up to 20 periods are available for lesson planning. Click ▼ on the right side of the box to choose the next page (set of four periods) to be displayed in the lesson plan grid.

E. View Box. Lesson plans may be displayed in “Weekly View” or “Daily View.” Click on the ▼ at the right side of the box to change the view.

F. Load Template. Repetitive entries can be saved in a lesson plan template. Careful planning and design of your template will reduce the amount of repetitive typing necessary in each week’s lesson plans. Click ▼ at the right side of the box to load the template you previously designed. For more information on templates, refer to pages 8 -11, 13.

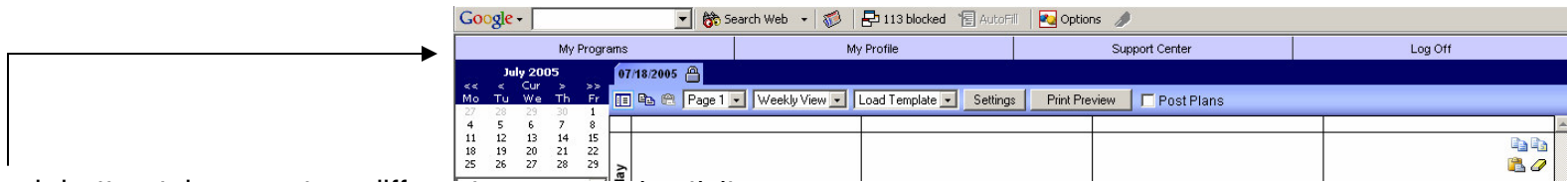


G. Settings Button. Click here to adjust the width of the four columns displayed on the screen and to turn off the days of the week displayed down the left side of the lesson plan grid.

H. Print Preview. Click this button to print the lesson plans currently displayed on the screen. Each page must be printed separately.

I. Post Plans Checkbox. Click this checkbox to release the lesson plans to your administrator. Until this box is checked, no one, other than the teacher, can access the plans for that week.

Navigating in “My Planner” – The Main Menu and Moving Toolbars

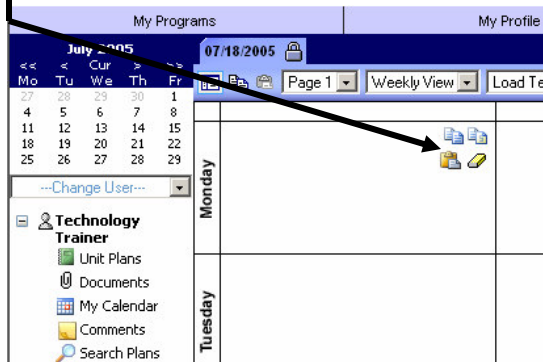


Main Menu. Each button takes you to a different screen and activity:

- *My Programs*—returns to the opening screen of Schoolworksite.
- *My Profile*—displays the user’s personal information and provides a place to change the Schoolworksite password.
- *Support Center*—clicking this button displays three tabs: Frequently Asked Questions, User Manuals, and Contact Us.
 - Clicking on “Frequently Asked Questions” is a good way to review common issues related to getting started in OnCourse.
 - Clicking on “User Manuals” will provide the user access to manuals of operation. Adobe Acrobat Reader must be on the computer in order for this feature to work.
 - Clicking on “Contact Us” will allow you to send a message directly to Schoolworksite’s support personnel. Use this feature to ask questions or make suggestions.
- *Log Off*—closes Schoolworksite and returns to the log in screen.

Moving Toolbar.

As you move the cursor into each of the individual blocks of the lesson plan display screen, four icons will appear in the upper right corner of the block as shown in illustration below. Each of the icons carries out a function **for that individual block of the lesson plan**. Hovering over each icon briefly will define its purpose.



Double Pages Icon: (Top Left) Copies the entire contents of the block including text, homework, and standards

Double Pages With Yellow Top Page Icon: (Top Right) Copies the standards linked to that particular lesson plan block

Clipboard Icon: (Bottom Left) Pastes the copied information into the selected block

Eraser Icon: (Bottom Right) Clears (deletes) the contents of the block

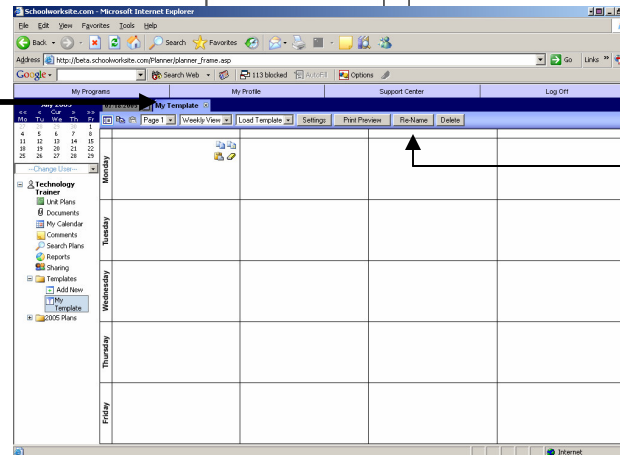
Note: There is no “Undo” button, so use the eraser carefully.

Getting Started – Creating Your Template

Information that will be repeated each time in a new week's lesson plan should be included in your template. A great deal of time can be saved if your template is set up properly. Some examples of information (or settings) that should be included in your template include: the number of columns, column labels, and the components of your lesson plan (Title, Objective, Procedure/ Activities/Techniques, Evaluation/Assessment, and Accommodations/Modifications/Differentiated Instruction).

Opening Your Template

1. Click on "Templates" from the "Navigation Tree."
2. After clicking on "Templates", you will see two options: "Add New" and "My Template." Click on "My Template."
3. A blank "My Template" tab will open.



Note: "My Template" is the default name assigned to your template. To change the name, click on the "Re-name" button.

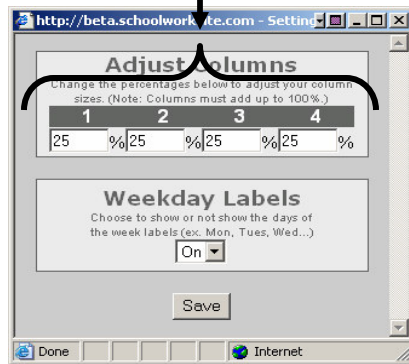
Getting Started – Creating Your Template (Step 1)

Now you are ready to begin setting up your template with all the information that needs to be repeated each week.

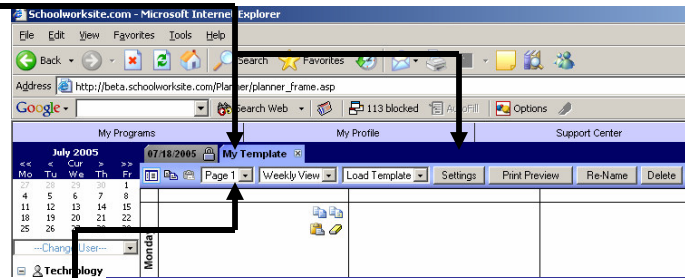
Step 1: Setting up Your Columns

Notice from the illustration on the previous page, the template opens to four columns. You may change that to one column, two columns, or three columns. Also consider the number of “pages” in your “book”. For example, if you teach six classes, you may decide to have three columns on page 1 and three columns on page 2, or you may decide to have four columns on page 1 and two columns on page 2. If you are teaching three classes in a block schedule, you may choose to have two columns on page 1 and one column on page 2, or you may decide to have one column on each of 3 pages. The organization of the lesson plan template is strictly up to you.

Click on the “Settings” button on the main toolbar of the “My Template” tab. A window will pop-up which will allow you to adjust your columns. The percentages typed under each column number must add up to 100%.

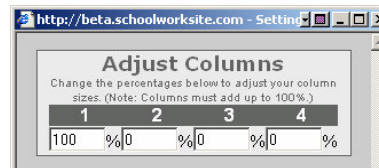


All settings are per page. If you need more columns, switch to a new page using the page drop-down box. Repeat the directions above to set the number of columns for your new page.

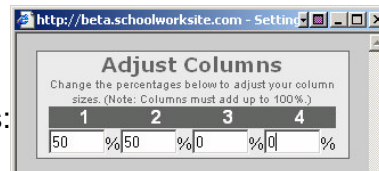


Examples of Column Settings

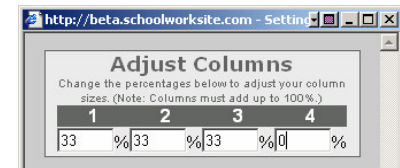
For One Column:



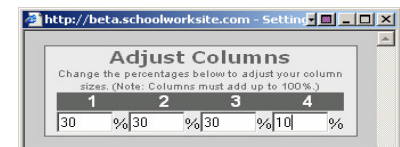
For Two Columns:



For Three Columns:



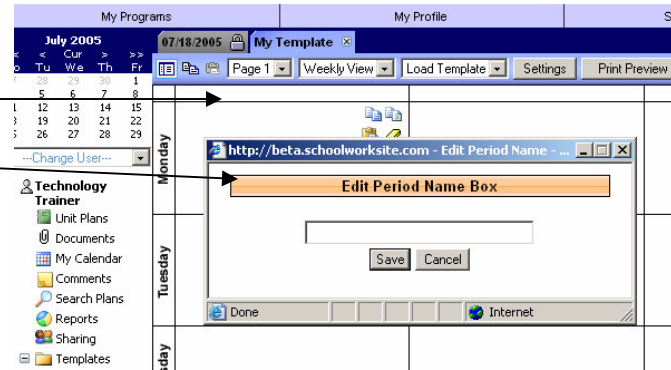
For Four Columns (three big and one “skinny”)



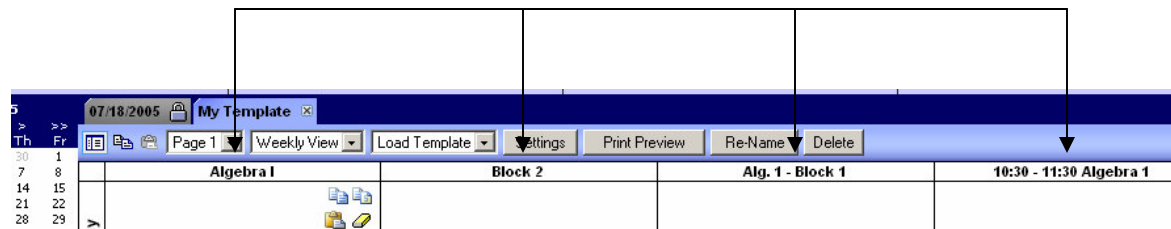
Getting Started – Creating Your Template (Step 2)

Step 2: Setting Up Your Column Headers

1. Click in the header row above each column (between the blue toolbar and the Monday block).
2. An “Edit Period Name Box” will appear. Type in the name of your subject. You may decide to name each column by the period or the block (or any combination). Click Save and repeat for each column. If you have multiple pages, repeat for each page.



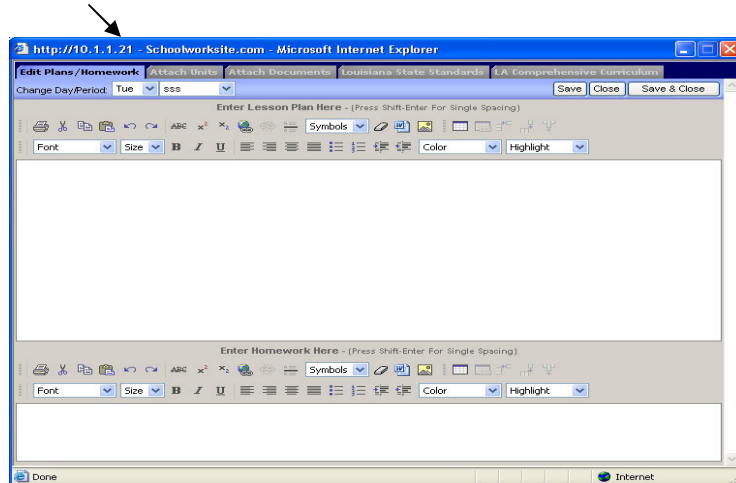
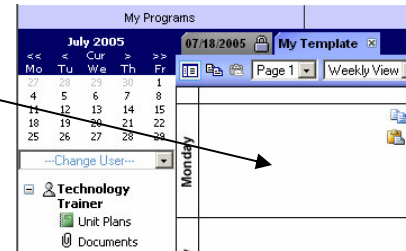
Examples of Course Headers:



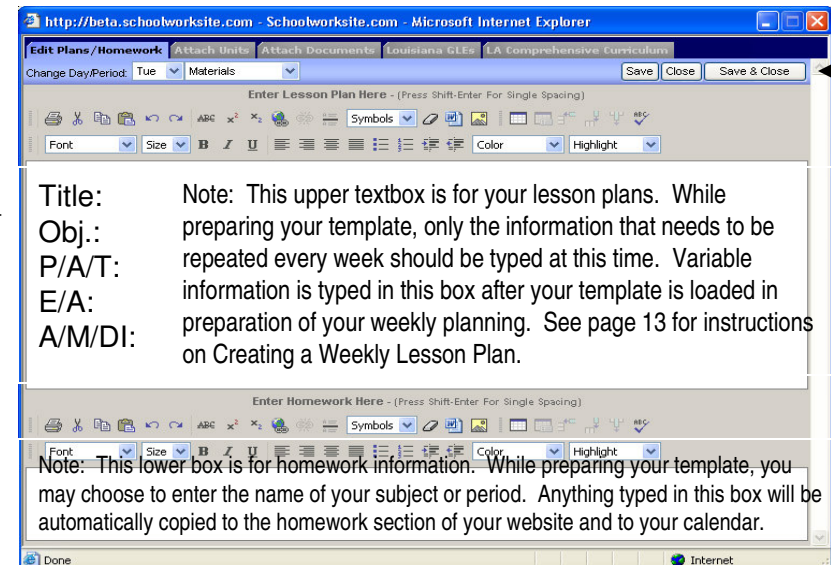
Getting Started – Creating Your Template (Step 3)

Step 3: Setting Up Your Lesson Plan Block

1. Place your mouse pointer in Monday's block. Your mouse pointer will turn into a "hand". Click your left mouse button. The Lesson Plan Editor window will open as shown in the figure below.



2. Click in the top portion of the Lesson Plan Editor to begin entering your lesson plan components. (Title, Objective, Procedures/Activities/Techniques, Evaluation/Assessment etc...). Note: Pressing <enter> after each line will double space. To single space, hold down the <shift> key and press <enter>.
3. When complete, click "Save & Close."



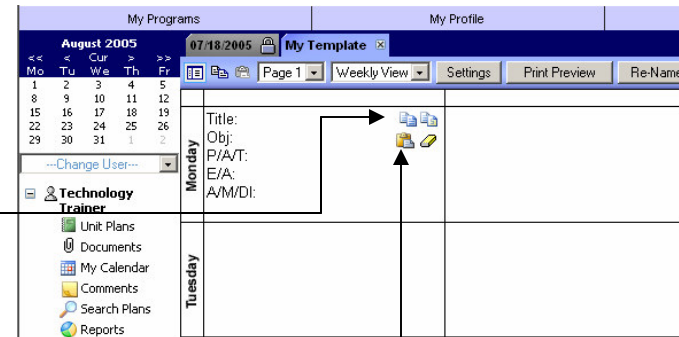
Getting Started – Creating Your Template (Step 3 Continued)

Step 3: Setting Up Your Lesson Plan Block

4. You now need to populate the remaining lesson plan blocks. If all the information that you typed in Monday's block can be applied throughout all blocks, you can use the copy and paste buttons on the moving toolbar.

To copy the block, click the copy button in Monday's block. Move to another block. The moving toolbar will move with you.

Click the paste button in the new block. Repeat for all blocks if applicable.



Note: If you **can not** populate all blocks with the same information as you did on Monday, click on the box that needs to contain different information. Type the information in the Lesson Plan Editor. You can use the "Copy" and "Paste" buttons in the lesson plan blocks if this information can be repeated in another block. **The last information copied using the copy button will be the information that is pasted when the paste button is selected – "copy once, paste many."**

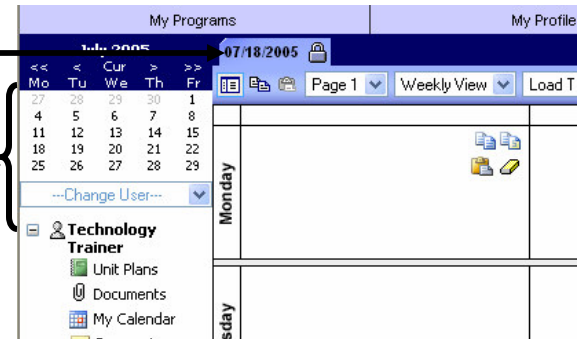
Creating A Weekly Lesson Plan

The lesson plan screen automatically defaults to the current week, which is shown on the Date and Padlock tab, when the screen opens. Note: New users will see a tutorial screen displaying several tips for using many OnCourse features. You can close the tutorial tab and follow the steps below.

Step 1: Selecting the Appropriate Week

1. If you are preparing lesson plans for the current week which opened as the default (Date and Padlock tab), skip to step 2. To create lesson plans for a different week, click on the calendar to change the week for which you want to create lesson plans.

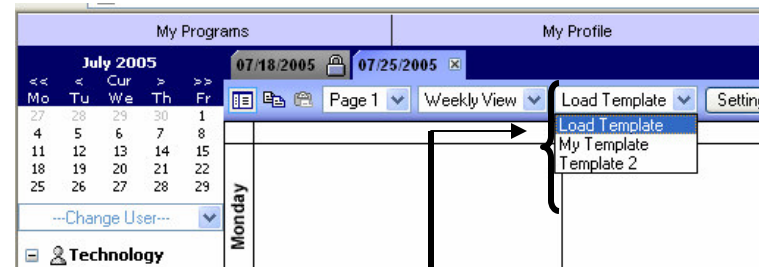
A new tab will open with the date of the week you selected. (Monday's date)



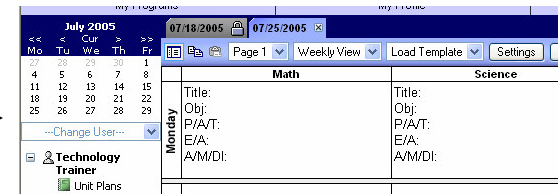
Step 2: Load Your Template

1. Before entering any plans, you must first load all the repetitive information you saved in your template. If you omit this step, begin typing your plans, and later choose to load a template, you will lose all information typed.

To load your template, click the ▼ of the “Load Template” drop-down box. Select the appropriate template from the list.



You will now see the columns, column headings, and all information typed in your lesson plan block when you designed your template.



Note: All settings are PER PAGE. If you have more than one page of lesson plans, you will have to repeat the above step for each page!

Creating A Weekly Lesson Plan

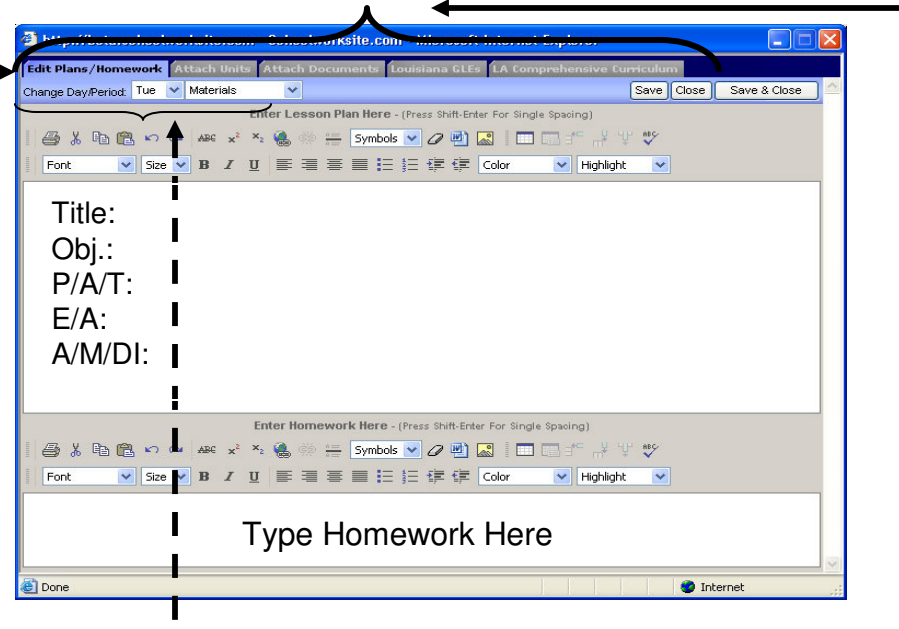
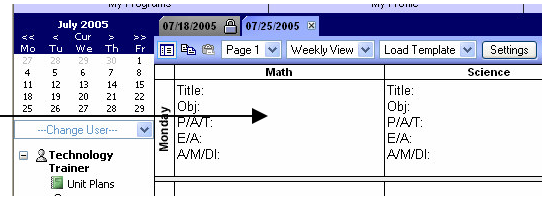
Step 3: Entering Your Plans

1. Click anywhere in the white block of the day and subject in which you want to begin. Note: Your mouse pointer will be a hand.

2. The Lesson Plan Editor will open. Notice the "Edit Plans/Homework" tab is active. The information you entered while preparing your template appears in the top portion of the editor. Click in the box wherever you want to begin typing.

Type homework in the lower portion of the window. Note: Homework is posted on your website automatically when the assignment date becomes the current date.

3. Click on the appropriate tab to attach unit plans and documents (if applicable) and to link the standards for your lesson plan. Each of these features is highlighted in this manual. Refer to the Table of Contents for page numbers.
4. Click "Save" and change to a different day and/or subject (column header) by using the "Change Day/Period" drop-down boxes or click "Save & Close" to save changes and exit the editor.



Note: Icons will appear in the lesson plan block for items linked to your lesson:

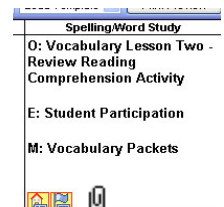
"House" - homework assigned to the lesson

"Flag" - standards linked to lesson

"Paper Clip" - documents attached to lesson

"Book" - unit plan attached to lesson

(not shown).



The Lesson Plan Editor

Weekly lesson plans can be entered into the Lesson Plan Editor without closing after each day/subject by using the “Change Period/Day” drop-down boxes and the “Tabbed Windows”. More information can be found regarding the contents of each tab. Refer to the Table of Contents for page numbers.

“Tabbed Windows” - allow you to enter/edit your plans, attach unit plans, attach documents, and link standards.


“Change Period/Day” drop-down boxes


Word-processing Tool Bars

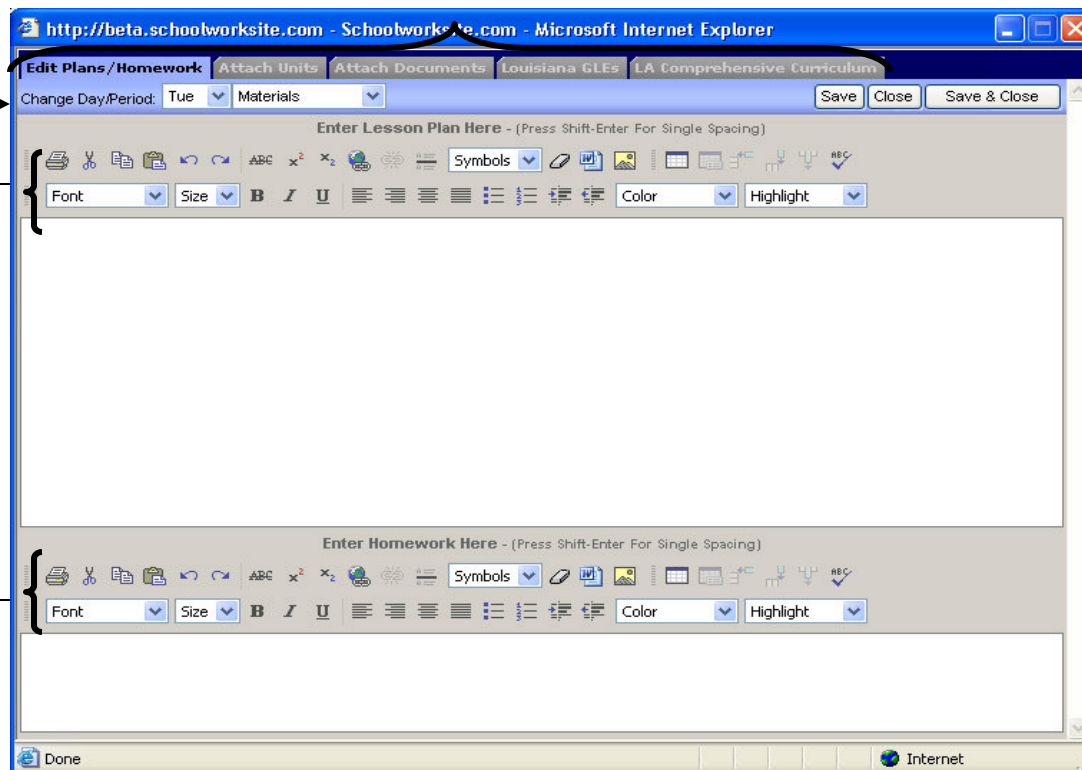
If you are not sure what an icon does, hover over the icon with your mouse pointer. A “tool tip” box will tell you what will happen if you click the icon.

Copying your plans from Microsoft Office?

If you are having problems with formatting your text in the editor and you copied your plans from a Microsoft Office product, try the following icons:

Clean Up Word Formatting -  After copying your plans from Word, click this button. This will remove some of the formatting codes from the Office document that are no longer necessary in OnCourse.

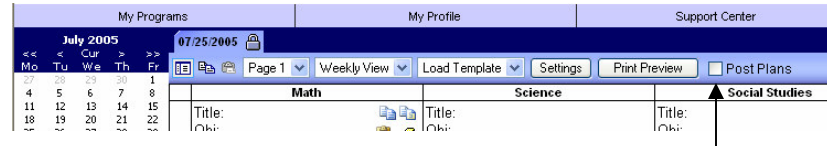
Remove Word Formatting -  Use of the “Clean Up Word Formatting” button is recommended. However, if you are not satisfied after using this button, you can try using the “Remove Word Formatting” button. If you use this feature, you will have to reformat your text using the OnCourse Lesson Plan Editor.



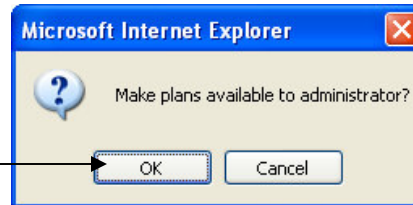
Submitting Your Weekly Lesson Plan To Your Administrator

Once you have completed your weekly lesson plan, you are ready to post for administrative review.

Step 1: Posting Your Plans



1. Click the “Post Plans” box. A check mark will appear in the box. (This box must be checked in order for your administrator to gain access to your lesson plans.)
2. Click “OK” to the question, “Make plans available to administrator?”



Note: Administrator's have “view only” access.

To Revoke Access:

1. Uncheck the “Post Plans” box.
2. Click “OK” to the question, “Revoke access to plans?”



Note: Your administrator no longer has access to your plans.

Made a change to your lesson plan?

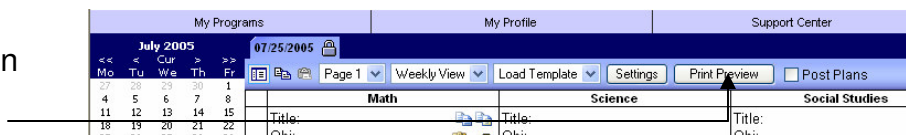
After submitting your plans, any changes made will automatically copy over for administrative review.

You may choose to revoke plans first, make the changes and then repost. However, this is not necessary.

Printing Your Lesson Plans

Lesson plans may be printed with or without homework and standards. You also have a choice whether or not you want to include the names of unit plans and/or documents linked to your lessons.

Step 1: Click the “Print Preview” button on the Main Toolbar.



Step 2: Select Printing Options

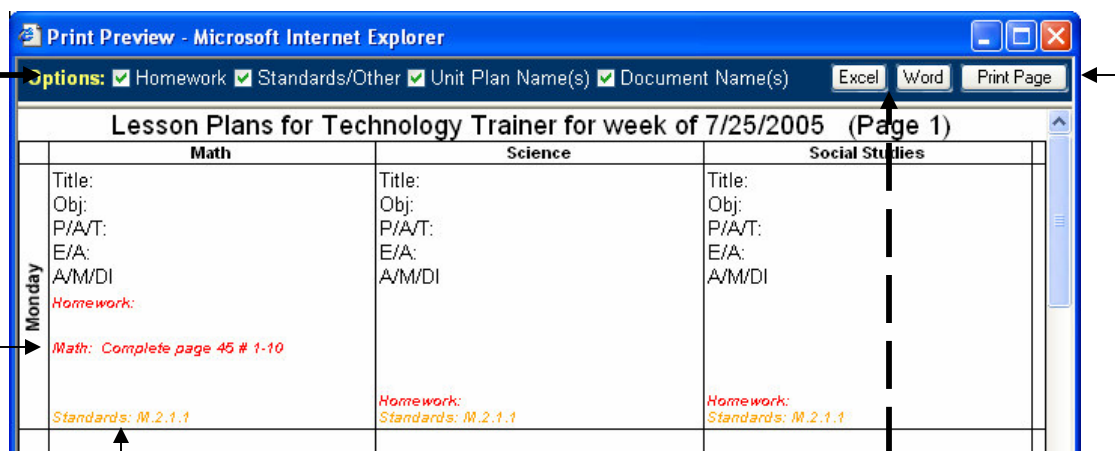
1. The “Print Preview” window will open. At the top of the screen, select the items that you want to include as part of the lesson plan printout.

Homework – A check in this box will print all homework assignments in each lesson plan block.

Standards/Other – A check in this box will print all standard numbers and other references linked to each lesson.

Unit Plan Name(s) – A check in this box will print the unit plan name(s) linked to each lesson

Document Name(s) – A check in this box will print the document name(s) linked to each lesson.



Exporting Your Plans to Microsoft Word or Excel

Clicking one of these two buttons will allow you to export your plans to either Word or Excel. This allows for more formatting/page control.

Step 3: Click “Print Page” button

Viewing Administrator Comments

After reviewing your lesson plans, your administrator may choose to send you a comment regarding your submission. To view your comment, follow the steps below.

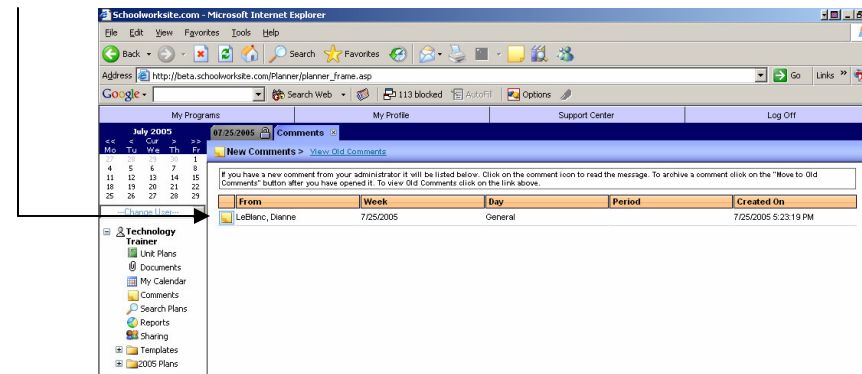
Step 1:

The first time you log on to OnCourse after an administrator sends you a comment, you will see a "Post-It Note" over your lesson planner screen notifying you of the comment. To view the comment, click the "Click here to view!" link.



Step 2:

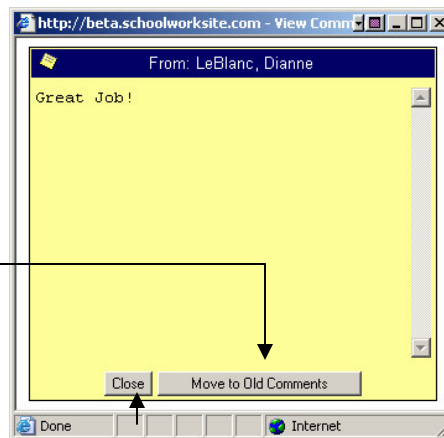
The "Comments" tab will open. The "Post-It Note" for the new message will be blinking. Click over the blinking note to view your comment.



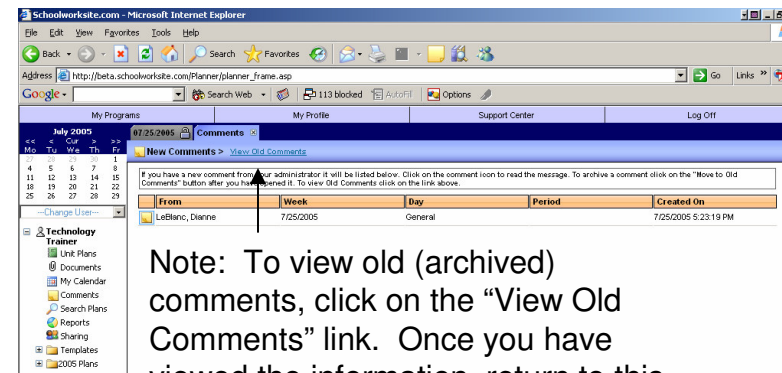
Step 3:

A window will open with the administrator's comment.

To archive a comment, click on the "Move to Old Comments" button after reading your comment. Note: You can not delete comments.



Clicking "Close" will close the window; however, your comment will remain in the current comments list.

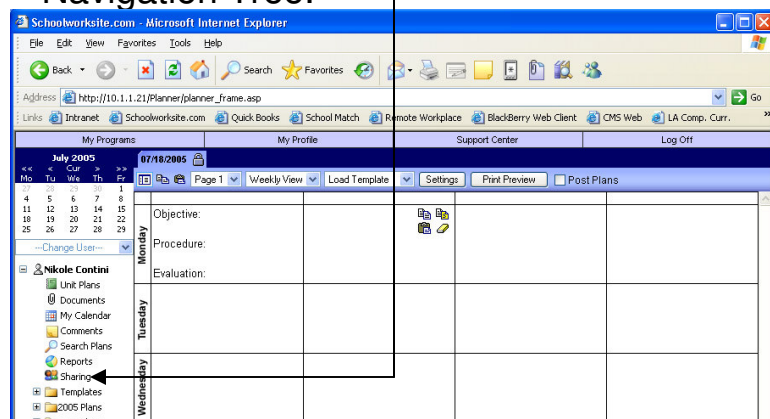


Note: To view old (archived) comments, click on the "View Old Comments" link. Once you have viewed the information, return to this link again which will now read "View New Comments". This one link will allow you to switch between new and old comments.

Lesson Plan Sharing

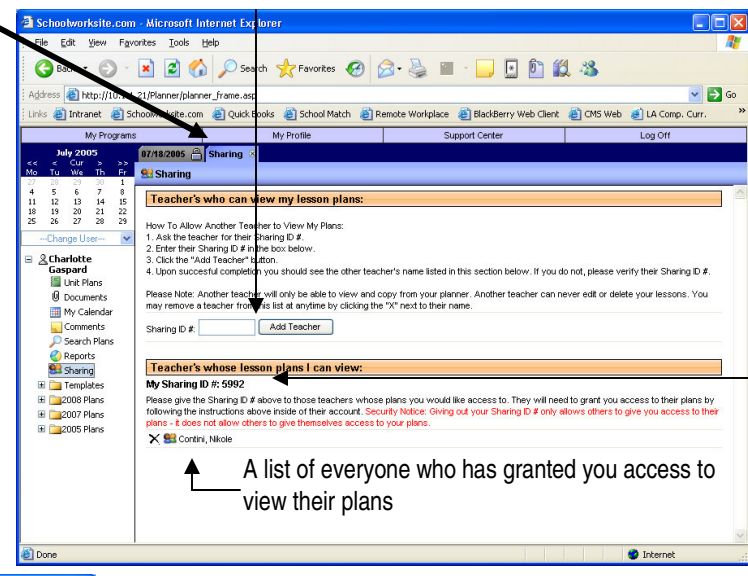
Steps To Sharing Your Lesson Plan

STEP 1: Click on “Sharing” from the “Navigation Tree.”



After Clicking on “Sharing”, the “Sharing” tab will open.

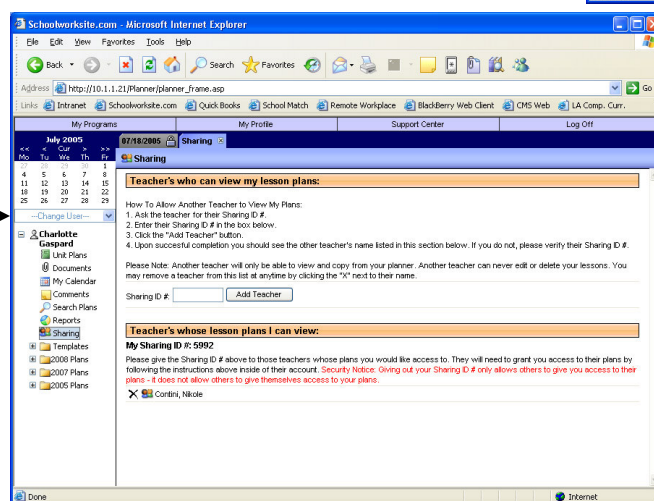
STEP 2: Enter the sharing ID number of the person that you want to grant access to your plans and click the “Add Teacher” button.



A list of everyone who has granted you access to view their plans

Note:

Once a co-worker grants access to you, you will see his/her name (if you select the down arrow) in the drop-down box under the calendar.



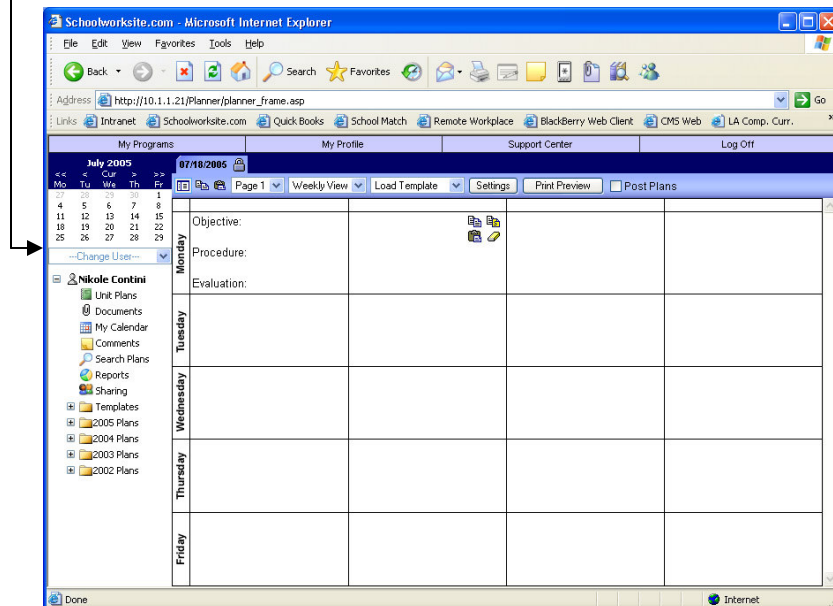
Your Sharing ID. In order for someone to give you access to his/her lesson plan, you must give him/her your sharing ID number.

Lesson Plan Sharing

Accessing Another Teacher's Lesson Plans

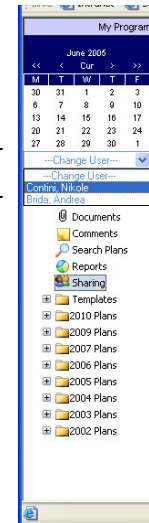
Step 1:

Click on the "Change User" drop-down box. A list of all co-workers who have granted you access to their plans will appear.



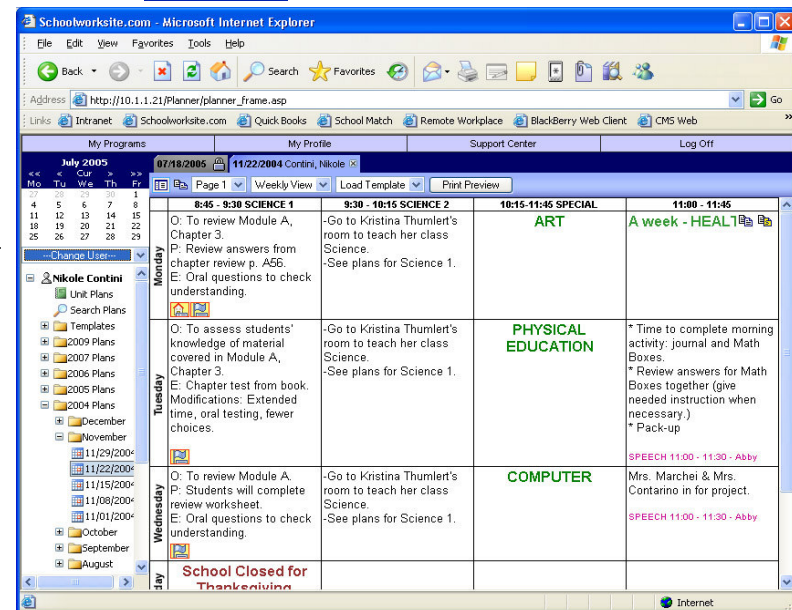
Step 2:

Select the person whose plans you would like to view.



Once you have selected another's plans to view, the main "Navigation Tree" will change to that person. Think of it as being logged on into his/her filing cabinet. You have the ability to access and search the **Unit Plans**, **Templates**, and all weekly **Lesson Plans**. You will **not** have access to his/her Document Library, Calendar, Comments, Sharing, and Reporting.

See pages 22-23 for instructions on copying and pasting from a shared lesson.



Lesson Plan Sharing

Navigating Around in a Shared Lesson Plan

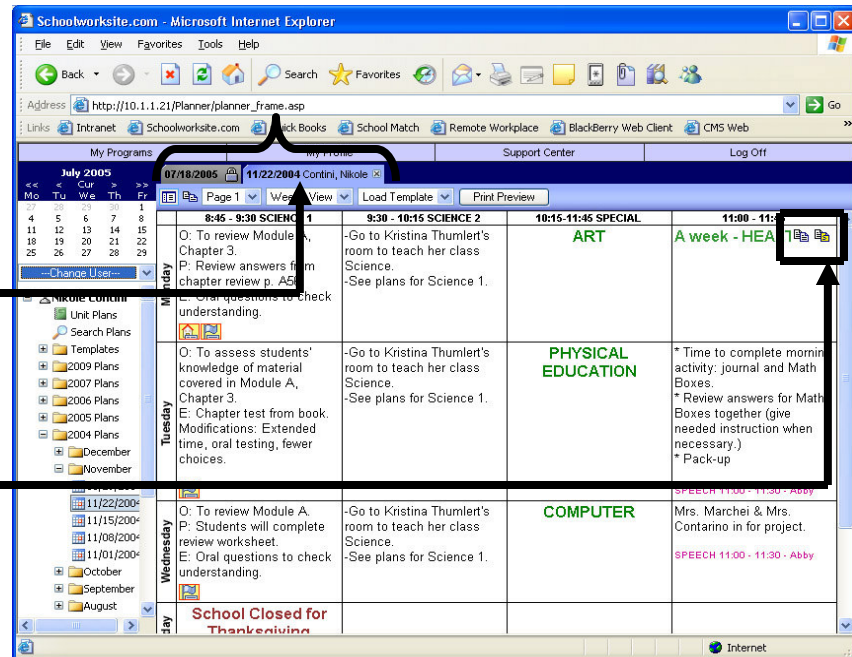
Example:

Upon selecting another's weekly lessons, a new tab will open with the shared plans being displayed.

Notice that the name of the individual and the date appear on the tab of the shared plans.

The moving toolbar allows you to

- 1) copy an entire lesson including homework, standards, and attachments
- 2) copy standards only



Note: You can't edit another person's lesson plans. To edit your plans or to get access to your plans, unit plans, documents, calendar, comments, searching capabilities, reporting, sharing, and templates, you MUST go to the "Change User" drop-down box (under the calendar) and select yourself as the user. **You can only view and copy another's plans.**

Lesson Plan Sharing

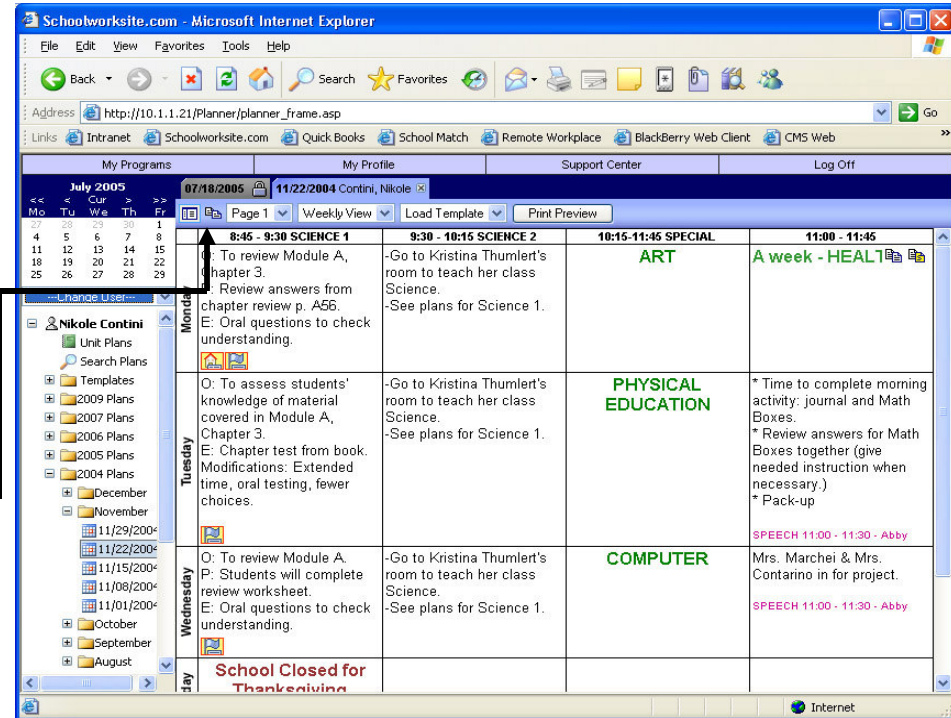
Copying and Pasting From a Shared Lesson Plan

3 Ways of Copying:

1. Copying Entire Week
2. Copying One Lesson from a Lesson Plan Block
3. Copying Only Standards from a Lesson Plan Block

To Copy Entire Week:

1. Go to the “Change User” drop-down box and select the person from whom you want to copy. See page 20 for directions on changing to another user.
2. On the lesson plan tab (with the person’s name and date), click the copy icon.
3. Click on your weekly tab (the tab to which you want to paste).
4. Click paste icon (you will not see this icon if you are in another person’s planner).

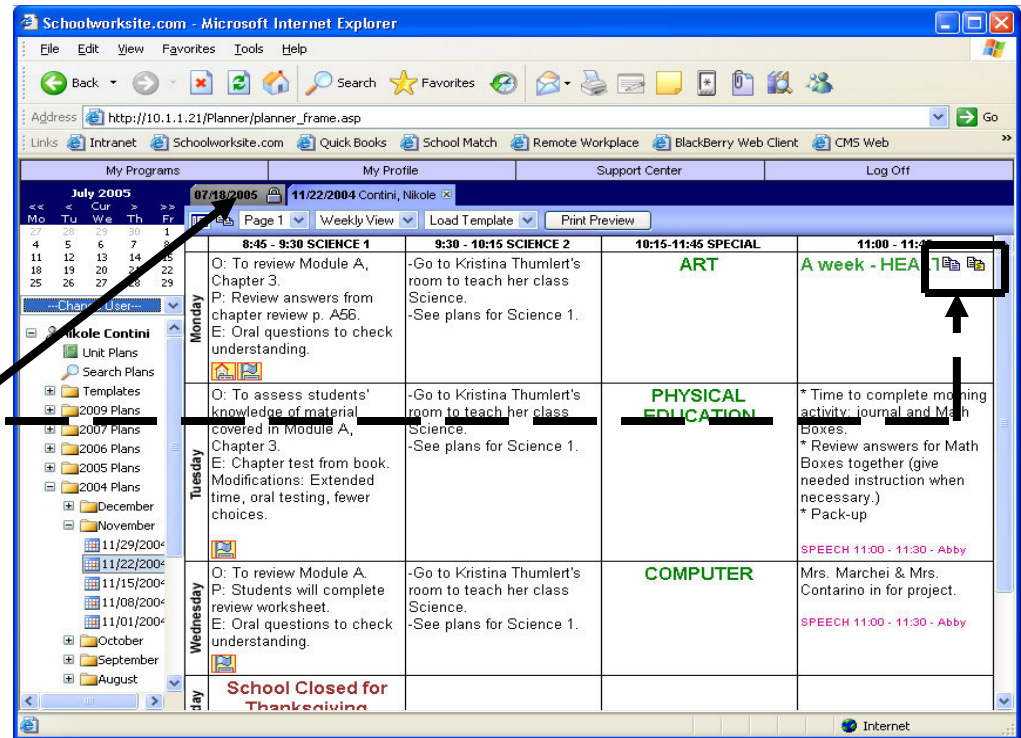


Lesson Plan Sharing

Copying and Pasting From a Shared Lesson Plan

To Copy ONE Lesson Plan Block:

1. Go to the "Change User" drop-down box and select the person from whom you want to copy. See page 20 for information on changing to another user.
2. Position your mouse over the block you want to copy.
3. On the moving toolbar within that block, click on the "copy" button.
4. Click on your weekly tab (the tab to which you want to paste).
5. Position your mouse in the block of your planner where you want to paste the lesson copied. On the moving toolbar within that block, click the "paste" button.



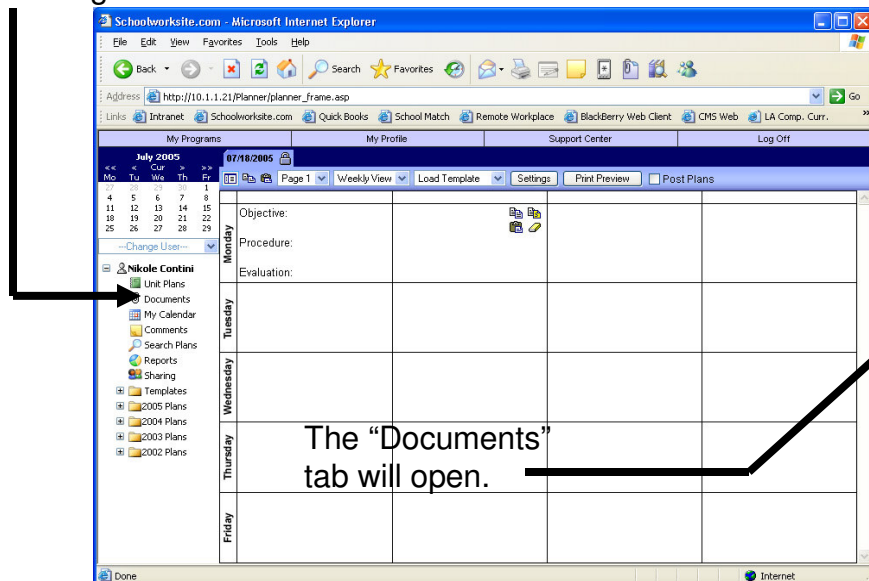
To Copy Standards ONLY (from one lesson plan block to another):

1. Repeat steps 1 and 2 from above.
2. On the moving toolbar within that block, click on the copy standards button.
3. Repeat steps 4 and 5 from above.

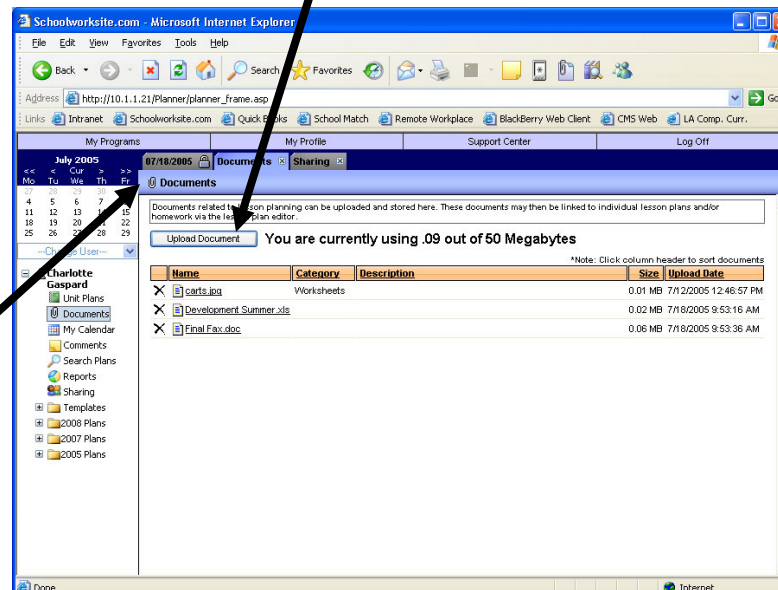
Uploading and Attaching Documents – Uploading Instructions

Note: To link a document to a lesson plan block, you must **first upload the document into your “document library.”** After your document is in your library, you may attach to a day’s lesson, to a homework assignment, or both.

Step 1 – Click on Documents in your “Navigation Tree.”

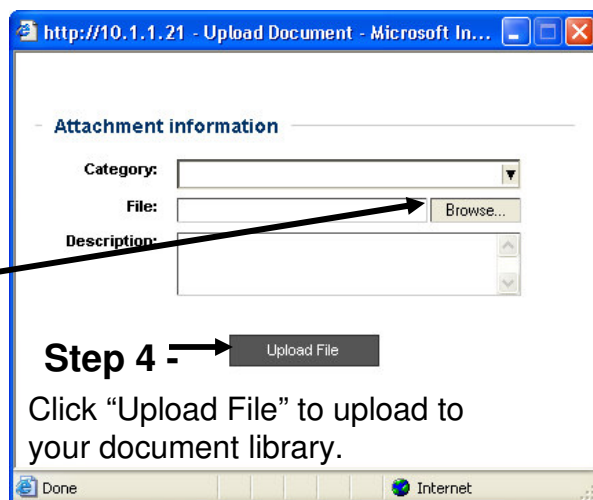


Step 2– Click on “Upload Document.”



Step 3 -

After clicking on “Upload Document”, the window at right will appear. Click “**Browse**” to navigate to the location where the file that you want to upload is saved.



Category – What type of document are you uploading? Examples include test, quiz, study guide, homework, worksheet, etc...After you type the category once, it will be added into the drop-down options.

Description – Type a description of your document. For example: Test 1 – 1st Grading Period; Reading Test 4-Grading Period 2; etc.

Note: It is recommended that you enter information into the category and description textboxes. This will be helpful for later searching of uploaded documents.

Managing Documents in Your “Document Library”

To view your document(s), information about your document(s), or to delete your document(s), click on Documents from the main “Navigation Tree.” Your “Documents” tab will open as shown in the picture below.

Looking for a document in your “document library”?

By using the sorting feature, you can sort your documents in the list by NAME, CATEGORY, DESCRIPTION, SIZE, or UPLOAD DATE.

To sort, click on the one of the headers:

NAME – sorts in alphabetical order by document name.

CATEGORY – sorts in alphabetical order by category.

For example, all quizzes would be grouped together, all tests grouped together, etc.

DESCRIPTION - sorts in alphabetical order based on the description of the document.

SIZE – sorts by the size of each document with the biggest document appearing first in the list.

UPLOAD DATE – sorts by date it was uploaded, the most recent date will be listed first.

Viewing your documents:


If you want to view a document in your library, click on the name of the document under the name header.

The screenshot shows the 'Documents' tab in the Schoolworksite.com interface. It includes a navigation tree on the left, a calendar for July 2005, and a list of documents. A text box on the right provides information about file size limits.

Name	Category	Description	Size	Upload Date
Carta.jpg	Worksheets		0.01 MB	7/12/2005 12:46:57 PM
Development Summer.xls			0.02 MB	7/18/2005 9:53:16 AM
Final Fax.doc			0.06 MB	7/18/2005 9:53:36 AM

The maximum file size is 5MB per document. There is a 50MB limit for all files stored in your document library. The statement next to the "Upload Document" button tells you how much space you are currently using.

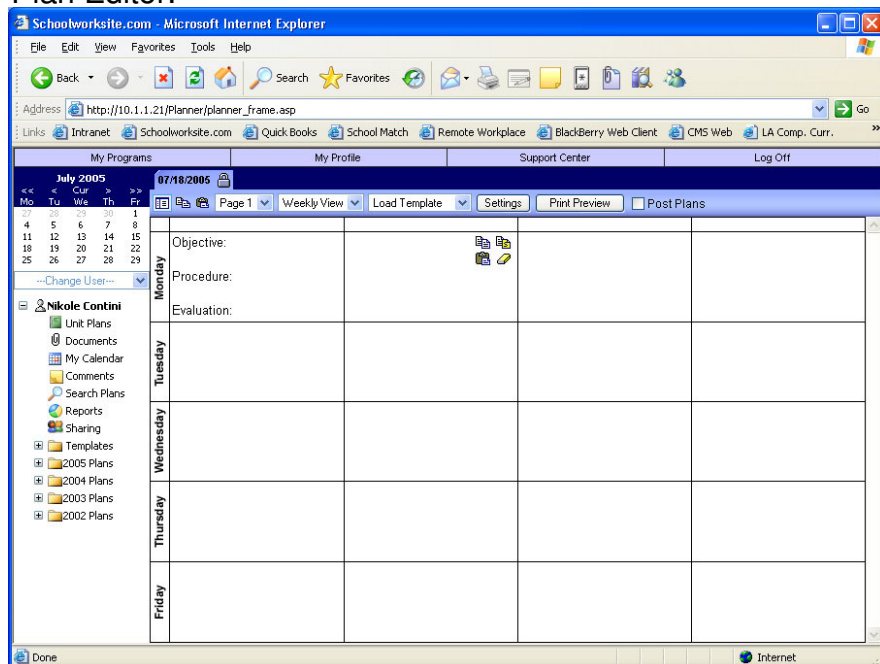
Deleting your documents:

To delete a document from your library, click the  next to the document name. If you are attempting to delete a document that is attached to a plan, your homework, or both, you will get a message telling you it is linked and asking you if you want to continue. REMOVING A DOCUMENT FROM YOUR LIBRARY WILL PERMANENTLY REMOVE IT FROM ONCOURSE.

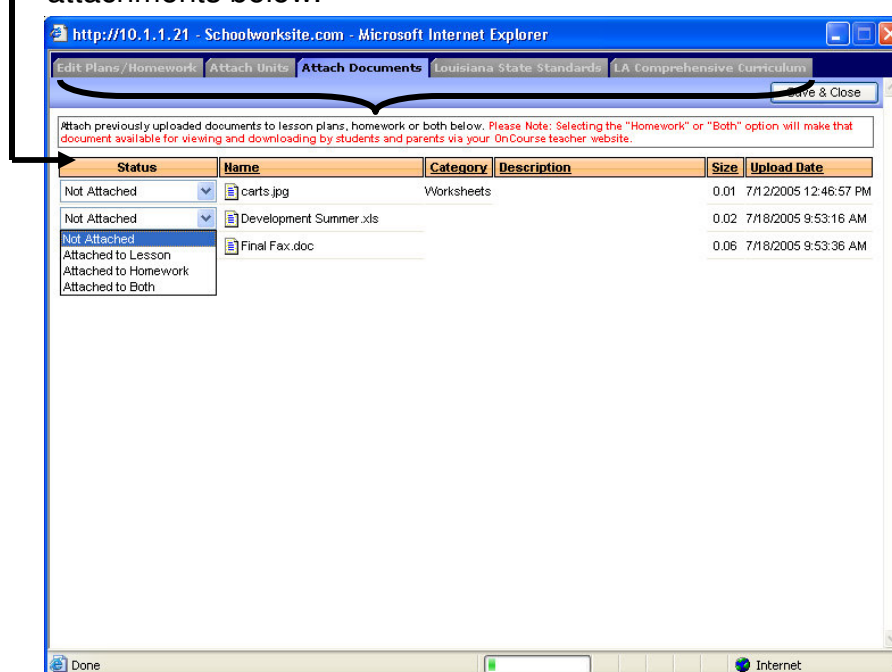
Uploading and Attaching Documents – Attaching Instructions

Note: Once you have uploaded the document(s) to your document library, you are now ready to attach it to a lesson plan, to a homework assignment, or both.

Step 1 – Position your mouse over the block to which you want to attach the document. Click to enter into the Lesson Plan Editor.



Step 2 – The Lesson Plan Editor window will open. Click the “Attach Documents” tab. To attach a document, select one option from the “STATUS” drop-down. See options for attachments below.



Not Attached – document is residing in your library but not attached to anything.

Attached to Lesson – document is attached to a lesson plan block.

Attached to Homework – document is attached to the homework section of your website.

Attached to Both – document is attached to your lesson plan block AND your homework assignment.

Options for attachments:

Status	Name	Category	Description	Size	Upload Date
Not Attached	test.gif			0	6/10/2005 3:52:29 PM
Not Attached	SS Grade 1.doc	Quizzes		0.28	6/28/2005 5:20:13 PM
Attached to Lesson	10533419.pdf	Worksheets	This is for Reading 3rd period.	0.09	6/30/2005 11:14:02 AM
Attached to Homework					
Attached to Both					

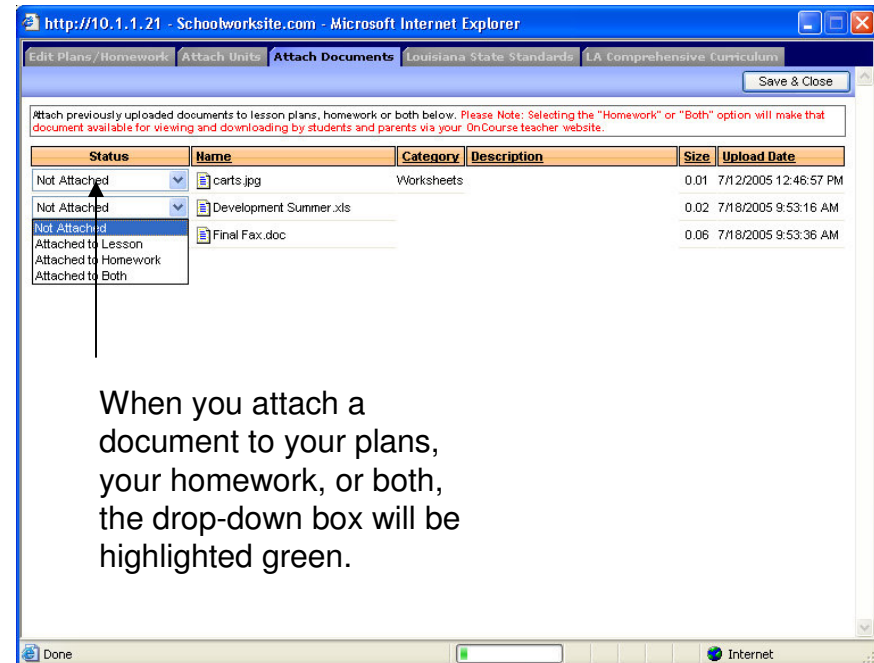
Attaching Documents - A Little More Info.

Looking for a document?

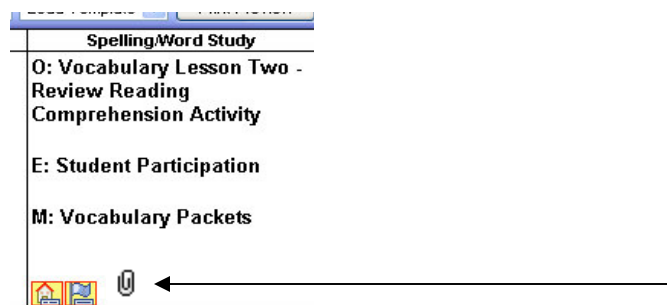
Use the sorting feature. Remember you can sort by NAME, CATEGORY, DESCRIPTION, SIZE, and UPLOAD DATE. See sorting instructions on page 25.

Documents Attached to Your Website:

Keep in mind that whatever type of document you upload (Word, PowerPoint, Excel, etc.), the end user (parents and students) must have the program installed on his/her computer in order to view the document. It is recommended that you convert your document(s) to PDF before uploading to your document library. To do this, use the FREE program CutePDF Writer. You can download this program from www.cutepdf.com.

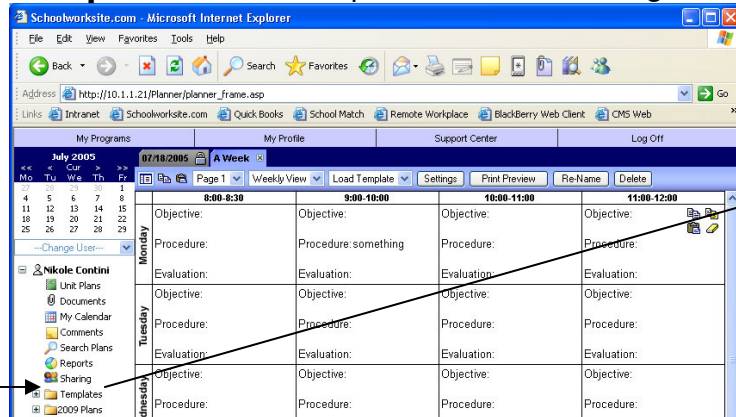


After attaching a document to a lesson, you will see a paperclip in the lower part of your lesson plan block (next to homework and standards icon). You can attach more than one document to a lesson. If you hover over the paperclip in your planner, a "tool tip" box will tell you the name of the file.

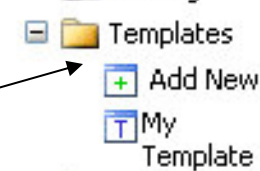


Adding New Templates

Step 1: Click on Templates from the “Navigation Tree”.

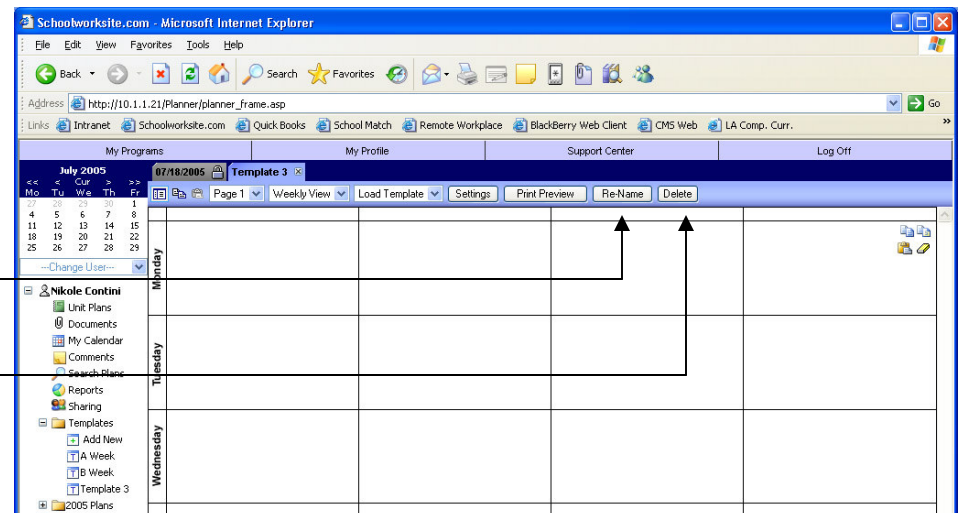


Step 2: Click on “Add New”.



Step 3: A blank template will open. You will have to set up your template as you did before. See pages 8 -11 for step-by step instructions. Remember, everything is PER PAGE.

Note: A default template name will be automatically assigned. To re-name your template, click on the “Re-Name” button.



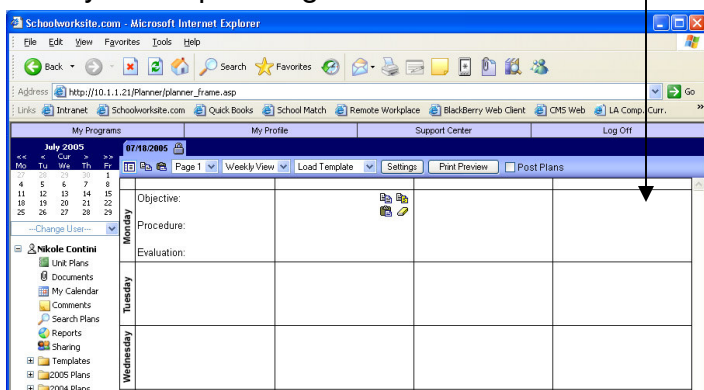
To delete a template, click the “Delete” button.

After creating your new template, it will appear in the “Navigation Tree” in the “Templates” folder. After your new template is created, it is ready for use in your lesson plans. See page 13 for instructions on loading your template.

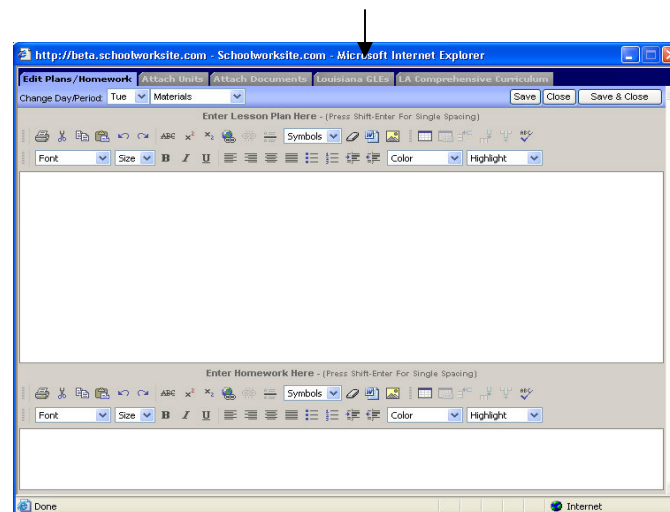
Accessing State Curriculum Standards

State Curriculum Standards can be accessed via the Lesson Plan Editor. To access link the state standards into your lesson, follow the steps below. Note, this example is using the Louisiana Grade Level Expectations. Your state standards will appear.

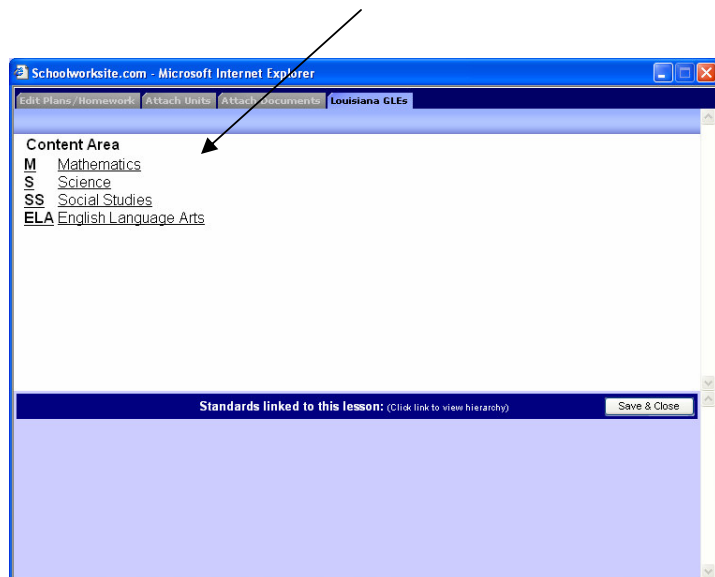
Step 1: Get into the Lesson Plan Editor by clicking inside a lesson plan block. Pay attention to the day of the week and the subject area for which you are planning.



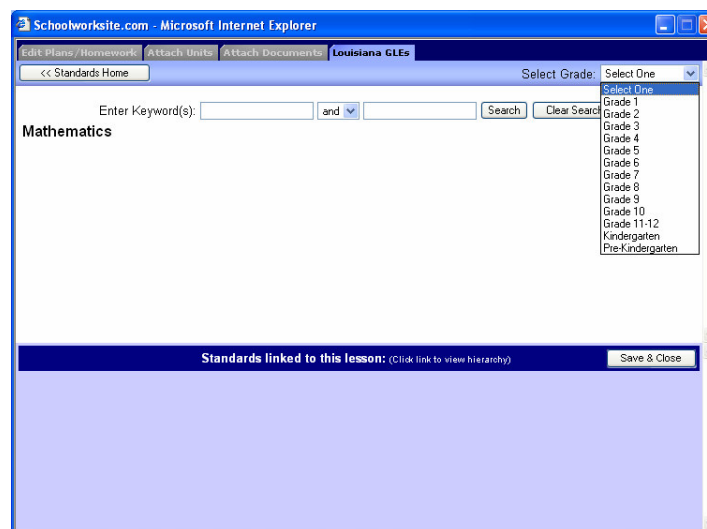
Step 2: Click on your "State Standards" Tab.




Step 3: Click on your Content Area.




Step 4: Select your grade level.




Inserting the Standards Into Your Lesson Plan

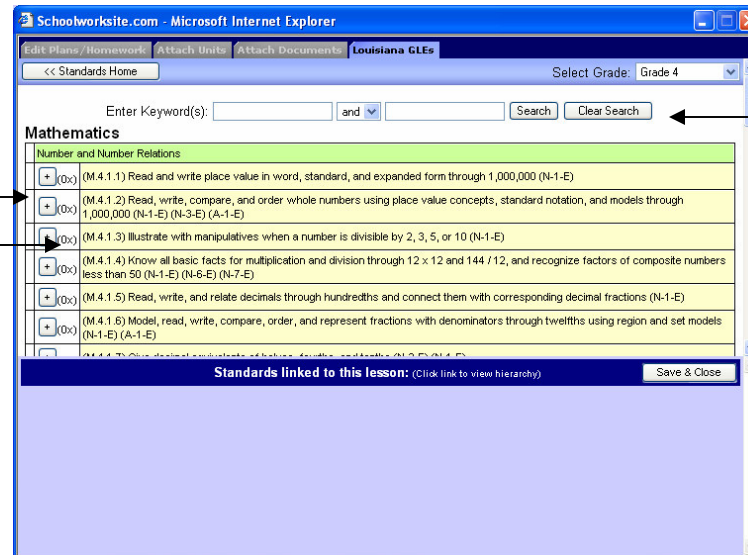
Step 1: Click the  next to the standard that you want to link to your lesson.

Note: The number next to the  button will display the number of times you linked that standard throughout the year.

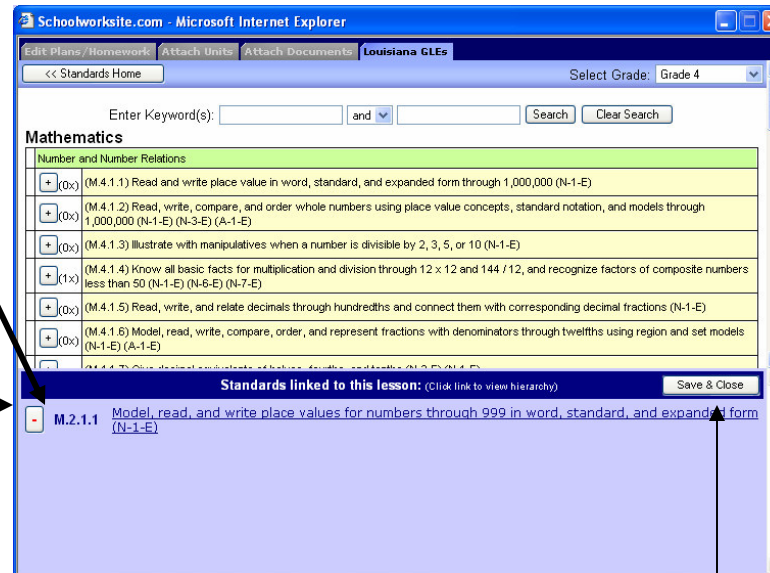
The standard selected will appear in the window below.

To “unlink” the standard from your lesson, click the .

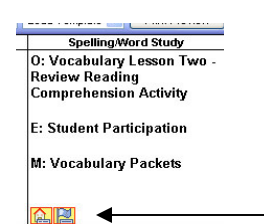
Step 2: When you have finished adding standards, click “Save & Close.”



Instead of scrolling through all standards, use the “Search” box to find standards related to a particular topic.



Note: A flag icon will be placed at the bottom of the lesson plan block symbolizing that standards were linked to the lesson.



Reporting

The reporting feature allows you to run your own personal reports to see what standards you have taught and how often.

To run a report:

Step 1: Click on “Reports” from the “Navigation Tree.”

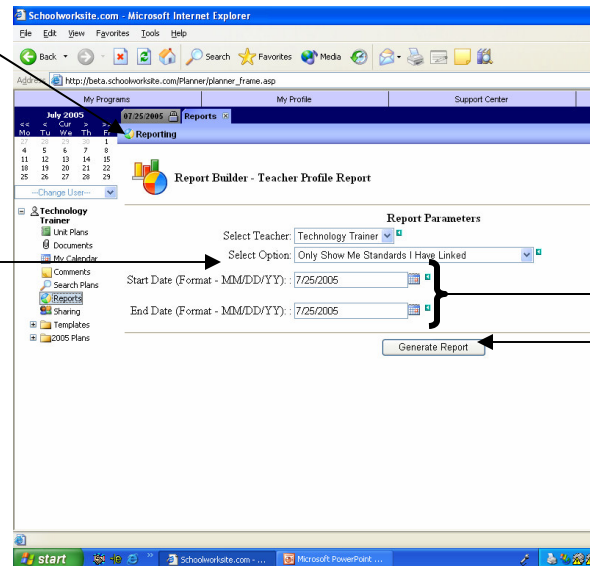
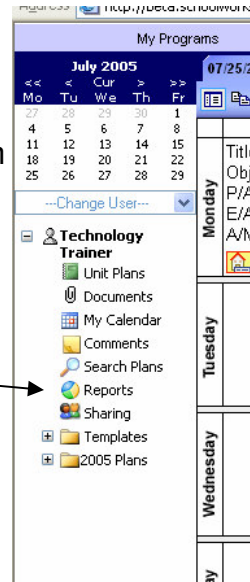
The “Reporting” tab will open.

Step 2: Select Type of Report (Report Option).

Report Options:

“Only Show Me Standards I Have Linked” Report – displays all standards linked and the number of occurrences.

“Show Me All Standards” Report – displays all standards for that subject/grade level. The standards linked and the frequency are highlighted in bold print. Standards not linked are grayed out.



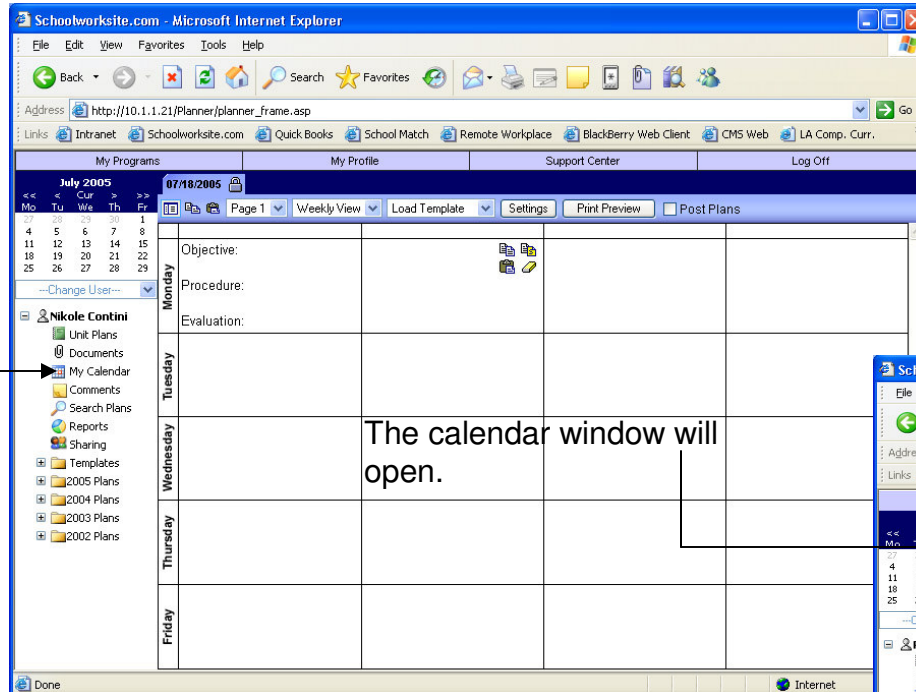
Step 3: Select start and end dates. You can either use the calendar icons or type in the MM/DD/YY format.

Step 4: Click “Generate Report” button.

My Calendar

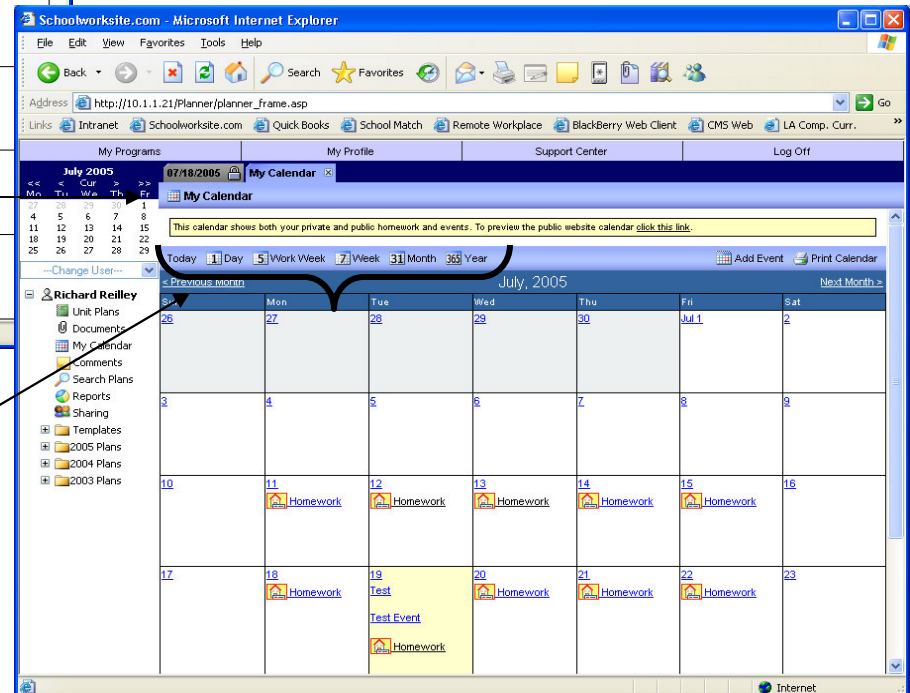
Use of the “My Calendar” feature can prove to be a valuable organizational tool. All homework assigned will appear in BOTH the lesson plan calendar and on the homework calendar on your website. You also have the ability to add “private” information to your planner calendar without posting it to the website.

Click on “My Calendar” from the “Navigation Tree.”



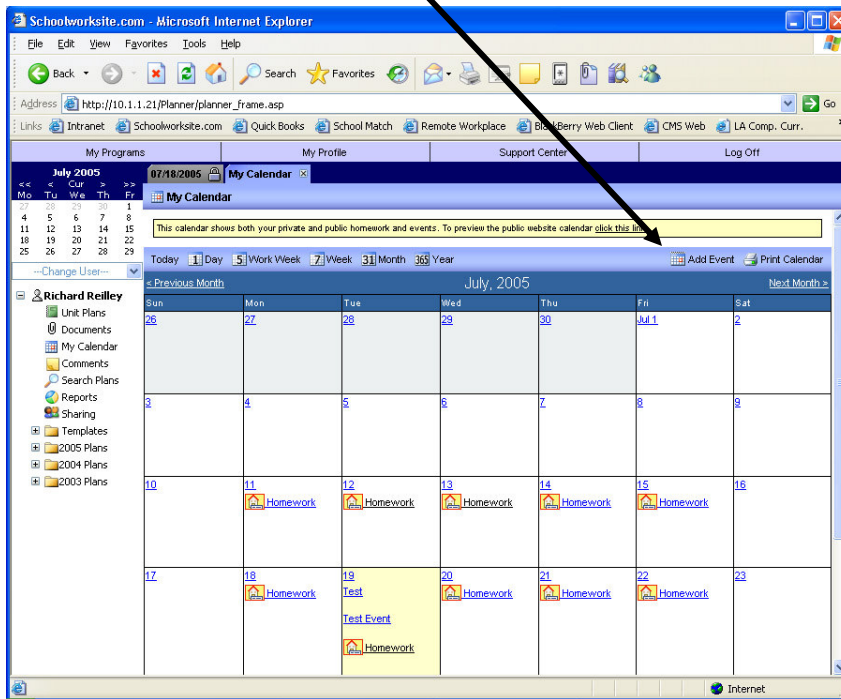
The calendar window will open.

Notice you can view your calendar by Day, Work Week, Week, Month, or Year.



Adding Events to Your Calendar

Step 1: Click the “Add Event” button.



Teacher Tip: Your calendar can also be a great personal organizational tool. You can include notes and reminders to yourself that only you will see. Examples include faculty meetings, scheduled professional development workshops, the date of your formal observation, due dates, reminders to make copies, etc.

Step 2: The “Create Event” window will pop up. Give a title for your event, a description (optional), a web link (optional), and a start date and end date if the event spans over several days (optional).

A screenshot of the 'Create Event' window in the SchoolWorkSite.com calendar. The window has a title bar and buttons for 'Save' and 'Save & Close'. It contains several input fields: 'Title', 'Description', 'Website Link', 'Start Date', 'End Date', and 'Publish On'. There is also a checkbox labeled 'Add To Website Calendar'. An arrow points from the 'Add To Website Calendar' checkbox to the text 'The above information will appear on your public website calendar...'.

The above information will appear on your public website calendar if you check the “Add to Website Calendar” box and select the date you want it to publish. If you leave this box unchecked, only you will see this event on your calendar.